



FINANCIAL AID GUIDANCE MEMO

REFERENCE:	FA 18-007A
TOPIC:	ADDENDUM TO FA 18-007 (07 AUGUST 2017) NEALP REFUND POLICY
AUTHOR:	LISA REED, PROGRAM MANAGER
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RELEVANT STATUTE:	OHIO REVISED CODE, SECTION 3333.28

The purpose of this document is to describe the reimbursement policy campuses are required to follow regarding the Nurse Education Assistance Loan Program (NEALP).

If a student withdraws from the program completely or drops to less than half-time enrollment during an academic term, your institution may need to refund all or a portion of the awarded amount for that term. The following calculation will need to be used:

How many weeks during the academic term was the student enrolled at least half-time? _____

How long was the academic term in weeks? _____

Calculate the percentage of time in the academic term when the student was not enrolled at least half-time. (For example: If the student withdrew from school in the 7th week of a ten week term, then the student was not enrolled at least half-time for three of ten weeks, or 30% of the term). _____%

Apply this percentage to the awarded amount for the term in question and calculate the amount of the refund. (For example: 30% x \$750.00 (semester) or 30% x \$500.00 (quarter) = a \$225.00 (semester) or \$150 (quarter) refund owed to the Ohio Department of Higher Education). Amount of the refund \$_____.

Refund amounts should be submitted in the HEI Data Entry Portal through the NEALP "NA" Adjustment file.

When a refund adjustment is submitted in HEI during an academic year, the refund will be captured from the next NEALP disbursement. If no further disbursements will be made for the academic year, a refund check must be submitted to our office within 30 days of submitting the refund file. If after 45 days the refund check is not submitted, the amount owed plus interest and any additional fees may be turned over to the Ohio Attorney General's Office for collection.

Refund checks should be sent to the attention of Lisa Reed, Program Manager and mailed to:

Ohio Department of Higher Education
Office of Financial Aid
25 South Front Street, 2nd Floor
Columbus, OH 43215

Financial aid personnel should direct questions to the Nurse Education Assistance Loan (NEALP) Program Manager, Lisa Reed, 614.466.3561, lreed@highered.ohio.gov

*Effective Date 11/2011
Revised Date 08/2017*